Instructions: Student Registration for Online Course Contact Hours
Judicial Administration Noncredit Certificate Program
School of Criminal Justice - Michigan State University

Contact Information. Provide all requested information so we can directly communicate with you if there is a question about your registration. Information should be the same as reported on your Noncredit Certificate Application.

Course Information

Anticipated date you wish to start this online course refers to the date you would like to start the course work. It will take two to three days to put you in the system.

Core/Elective online course you are registering for refers to the subject matter your course is covering. If you complete the course work as stipulated in the course syllabus, you will earn the number of contact hours which appears after the course title.

Signature. Your signature indicates that the information provided is true and that you will be the person participating in the course, completing the course exercise and the course evaluation.

Course Fees. Students must send the registration form and fees. The fee is $12 per contact hour (payable to Michigan State University) and is nonrefundable.

Core and Elective Subject Matter Course Requirements

<table>
<thead>
<tr>
<th>Judicial Administration core or elective subject matter.</th>
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<tbody>
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<td>Note: Students must complete a total of forty (40) contact hours in the core subject matter. The minimum requirement of six (6) contact hours offered through one (1) program must be met before the core course can be eligible for the Judicial Administration Program. The minimum requirement of twenty (20) contact hours in at least three (3) of the electives is required. There is no contact hour requirement for an elective subject matter; however, students must complete at least three (3) of the elective courses.</td>
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<tr>
<th>Required Core Courses</th>
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<tbody>
<tr>
<td>Caseflow Management; Information Technology Management; Human Resources Management; Leadership; Purposes and Responsibilities of Courts; Resources, Budget, and Finance</td>
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<table>
<thead>
<tr>
<th>Required Elective Courses</th>
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<tbody>
<tr>
<td>Court and Community Communication; Education, Training, and Development; Essential Components of Courts; Visioning and Strategic Planning</td>
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</tbody>
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This registration form and fees must be submitted to Judicial Administration Program at Michigan State University before students are enrolled.

Send Form and Payment ($12 per Contact Hour) to:

Judicial Administration Program
School of Criminal Justice
Michigan State University
1407 South Harrison
Suite 330 Nisbet Building
East Lansing, MI 48823-5239
Telephone: 517.432.1716
gamperca@msu.edu
Complete this form and send to the address listed below with your payment ($12 per contact hour) to register. Please print or type.

Contact Information

Student’s Name __________________________________________
Address (number, street, suite) __________________________________________
              (city, state, zip code) __________________________________________
Email address __________________________________________
JA Number __________________________________________

Course Information

Anticipated date you wish to start this online course __________________

In the appropriate space, check the online course(s) you are registering for:

Required Core Courses
    ___Caseflow Management (8 hours)    ___Information Technology Management (6 hours)
    ___Human Resources Management (7 hours)    ___Leadership (6 hours)
    ___Purposes and Responsibilities of Courts (6 hours)    ___Resources, Budget, and Finance (7 hours)

Required Elective Courses
    ___Court and Community Communication (5 hours)    ___Education, Training, and Development (5 hours)
    ___Essential Components of Courts (5 hours)    ___Visioning and Strategic Planning (5 hours)

I understand that my signature indicates that the information provided is true and that I will be the person participating in the course, completing the course exercise and the course evaluation.

I am registering for ________ contact hours in fulfillment of the requirements for the Judicial Administration Noncredit Certificate Program at Michigan State University. I have enclosed $____________ for payment and understand this is nonrefundable.

________________________________     ______________
Student Signature                                     Date